

NOTICE OF INTENT
FACILITIES DEVELOPMENT PROJECT

2002 STATEWIDE CONTINUUM OF CARE FUNDING APPLICATION
HUD/McKinney Supportive Housing Program

*Please complete for any proposal involving Acquisition, New Construction, or Rehabilitation
(Due March 1, 2002)*

I. PROJECT SPONSOR

Applicant Agency/Project Sponsor _____

Name of Project _____

Location of Project _____

Continuum of Care Area: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

II. BUDGET SUMMARY

Expense Category	HUD/SHP Funding Requested	Matching Funds Anticipated	TOTAL FUNDS for PROJECT
Acquisition	\$	\$	\$
Rehabilitation	\$	\$	\$
New Construction	\$	\$	\$
Leasing	\$	\$	\$
Operating	\$	\$	\$
Supportive Services	\$	\$	\$
Sub-Total	\$	\$	\$
Administration (5%)	\$	\$	\$
TOTAL	\$	\$	\$

III. PROJECT DESCRIPTION

On not more than one page, provide a brief description of the project (i.e., purpose of project, target population, supportive services to be provided, etc.)

IV. SPONSOR CAPACITY – Provide brief response for all of the following questions:

- ☐ Identify any housing development projects that you have developed and are managing *other* than the one for which you are seeking HUD/SHP funding.

Project Name and Type	Number of Units	Project Cost	Project Status
		\$	
		\$	
		\$	

- ☐ Indicate the amount of your current organizational budget dedicated for housing development and management activities (if any).
- ☐ Describe your organization's history and capacity in raising and managing capital funds, if any (e.g., sources of funding, capacity of accounting staff, audit history, etc.).
- ☐ Describe your organization's property management experience, if any. Indicate the type of housing, size of portfolio and staffing patterns.
- ☐ Indicate any of the following housing development and/or management activities your organization has done either with in-house staff or outside consultants. If done in-house, check the number which best describes your organization's capabilities -- using the following scale: (1) superior, (2) above average, (3) average, and (4) below average.

In-house Staff	Consultants	N/A	Activity	In-house capability			
				1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project design and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project budgeting and proformas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Obtaining project financing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site selection and acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Zoning/site resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development team selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specification writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor recruitment/selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ☐ Will you need technical assistance in developing this facility? If so, in what areas of expertise?

V. PROJECT DEVELOPMENT

Provide a brief response for ALL of the following:

A. Site/Building Information

- ☐ Proposed location, including address of project.
- ☐ Proposed number and size of dwelling units.
- ☐ Proposed amenities – both for dwelling units and common areas
- ☐ What is the status of current ownership of facility?
- ☐ Is there current tenancy in the building, and if so, what is your plan for addressing relocation issues?
- ☐ Provide initial drawings or specs of the site/building, if available.
- ☐ Are there any zoning or environmental issues that might impact on project success? Please describe.
- ☐ Are there any taxes or assessments, utility charges, liens or other charges on the property? Please describe.
- ☐ Are there any specific physical characteristics of the site that may affect construction? Please describe.
- ☐ Do you have site control? Please explain.
- ☐ Do you anticipate any difficulties with regard to neighborhood resistance? Briefly explain.

B. Neighborhood/Community

- ☐ Description of neighborhood setting (i.e. urban setting, single family homes, etc.).
- ☐ Description of amenities in/near neighborhood (i.e. shopping, public transport, etc.).
- ☐ Include a map showing the major streets in the community, identifying the site location, and the location of critical neighborhood amenities.

C. Development Team - Provide the names and relevant experience of any of the following key individuals involved in the project (if currently determined):

- ☐ Developer (if not applicant)
- ☐ Architect
- ☐ Project Attorney
- ☐ General Contractor
- ☐ Project Manager
- ☐ Development Consultant

D. Development Budget

- ☐ Briefly detail development costs -- including acquisition, construction, and soft costs.
- ☐ Identify projected sources of development financing.
- ☐ Do you anticipate receipt of tax abatement or PILOT for project?
- ☐ What is the status of any other related applications?

E. Rent Structures/Operating Budget:

- ☐ Describe your proposed rent structure, including description of any rental subsidies.
- ☐ Provide an initial operating budget pro-forma.

F. Management Plan

- ☐ Describe any permanent staffing you may have that will bring experience and skills to this development project.
- ☐ What are your plans for managing/operating this facility?
- ☐ What obstacles/challenges do you anticipate in fulfilling HUD's requirement that this facility be maintained for these purposes for a period of 20 years?

G. Supportive Services Plan

- ☐ Describe your plans for providing supportive services for project residents.